

October 1, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT NO. 1 TO LEASE NO. 16386  
ALONDRA LIBRARY, 11949 EAST ALONDRA BOULEVARD, NORWALK  
(FOURTH) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached Amendment No. 1 to Lease No. 16386 with the City of Norwalk (City) to extend the term for ten additional years at an annual rental rate of \$12 for the Public Library and transfer interior maintenance responsibilities to the County.
2. Find that this amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) of the State CEQA Guidelines.
3. Authorize the Public Library to reimburse the City of Norwalk for one-half of the cost of installing new library front doors not to exceed \$6,000.
4. Approve the project and authorize the Chief Administrative Office (CAO) and the Public Library to implement the project. The amendment will be effective upon approval by your Board.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The proposed lease amendment will extend the current lease term for a period of an additional ten years, expiring on June 8, 2020 at the annual rental rate of \$12 and transfer interior maintenance responsibilities to the County. This extension will enable the Public Library to continue to provide library services to the community beyond the current term due to expire on June 8, 2010.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we invest in public infrastructure, in order to strengthen the County's fiscal capacity. The lease of property supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2). In this case, the proposed amendment will enable the County to continue library services to the constituency in this area, in a fiscally responsible manner. Attachment A discusses issues taken into consideration to assess program compliance in support of this lease amendment recommendation.

### **FISCAL IMPACT/FINANCING**

<b>Alondra Library - Norwalk 11949 East Alondra Blvd.</b>	<b>Current Lease</b>	<b>Proposed Amendment No.1</b>	<b>Change</b>
Area	6,000 square feet	6,000 square feet	Same
Term of Lease	10 years (6/9/2000 to 6/8/2010)	20 years (6/9/2000 to 6/8/2020)	Additional ten years
Annual Rent	\$12	\$12	Same
Cancellation	In the event of the City's withdrawal from the County Library system	In the event of the City's withdrawal from the County Library system	Same
Parking Included in Rent	26	26	Same
Facility Maintenance/ Utilities Responsibilities	City responsible for interior & exterior maintenance. County responsible for utilities.	City responsible for exterior maintenance. County responsible for interior maintenance and utilities.	County will undertake responsibility for interior maintenance.

Since the proposed lease amendment is for the same rental cost of \$12 per year, the facility cost incurred under this lease is limited to utilities and the cost of maintaining the interior of the library, plus an estimated \$6,000 lump sum payment to cover the County's contribution to one-half of the actual cost of replacing the library front doors. The annual facility maintenance cost is estimated at \$22,860 or \$3.81 per square foot.

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The operating costs and maintenance for the library facility is funded by the Public Library.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 1970, pursuant to a 20-year lease with two options for 10 years each, the County Public Library has operated the Alondra Library in a building leased from the City of Norwalk. The current term is the second option period and is due to expire on June 8, 2010.

The building contains approximately 6,000 square feet and 26 parking spaces for library staff and patrons. In an effort to offset some of the costs associated with the maintenance of the library building, the City requested that the County assume responsibility for the interior maintenance of the building in exchange for a longer lease term. The lease amendment contains the following provisions:

- Extends the current term from a ten-year term to 20 years, thus commencing June 9, 2000 and ending June 8, 2020.
- The County assumes responsibility for interior maintenance of the building.
- Agreement to reimburse the City a maximum of \$6,000 for the replacement of the library front doors.

The Department of Public Works has inspected this facility for seismic safety and has approved the County's continued use of this space as a library facility.

The need for an on-site childcare facility was considered but the building is too small to accommodate such a facility.

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### **ENVIRONMENTAL DOCUMENTATION**

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA pursuant to Class 1, Section r of the Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, and Section 15061 (b) of the State CEQA Guidelines.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

It is the finding of the CAO that the proposed lease amendment is in the best interest of the County and will adequately provide the necessary space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, the Public Library concurs in this lease recommendation.

### **CONCLUSION**

It is requested the Executive Officer, Board of Supervisors return two originals of the executed lease amendment, two certified copies of the Minute Order and the adopted, stamped Board letter to the CAO, Real Estate Division at 222 South Hill Street, 4<sup>th</sup> Floor, Los Angeles, CA 90012.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
WLD:MMW:hd

Attachments (4)

c: County Counsel  
Auditor-Controller  
Public Library

**Asset Management Principles Compliance Form**  
**Alondra Library, 11949 East Alondra Boulevard, Norwalk**

1.	<u>Occupancy</u>		Yes	No	N/A
	A	Does lease consolidate administrative functions? <sup>2</sup>			X
	B	Does lease co-locate with other functions to better serve clients? <sup>2</sup> <b>The existing Library facility does not have space for other County departments to co-locate, and the facility is leased to the County at a very favorable rate thus excluding the possibility of this program moving to co-locate in a different facility.</b>		X	
	C	Does this lease centralize business support functions? <sup>2</sup>			X
	D	Does this lease meeting the guideline of 200 sf of space per person? <sup>2</sup> <b>Ratio 1/875 sq. ft. The library is used primarily for storage and public use of its book collection; the staffing is minimal (2 full-time and 5 part-time employees).</b>		X	
2.	<u>Capital</u>				
	A	Should program be in leased space to maximize State/Federal funding?		X	
	B	If not, is this a long term County program?	X		
	C	Is it a net County cost (NCC) program? <b>19.4% The Public Library is supported by funds transferred from the General Fund amounting to 19.4% of its budget.</b>	X		
	D	If yes to 2 B or C; capital lease or operating lease with an option?		X	
	E	If no, are there any suitable County-owned facilities available? <b>N/A because of the nominal rental rate housing this program in a County-owned facility is not an efficient choice.</b>			X
	F	If yes, why is lease being recommended over occupancy in County-owned space?			X
	G	Is Building Description Report attached as Attachment B?			X
	H	Was build-to-suit or capital project considered? <b>The premises are being provided on a nominal rent basis by the City of Norwalk. In comparison to a build-to-suit project, the nominal rent makes this lease a more cost-efficient alternative.</b>		X	
3.	<u>Portfolio Management</u>				
	A	Did department utilize CAO Space Request Evaluation (SRE)? <b>The request to transfer maintenance responsibilities was initiated by the City and approved by the department in return for a longer lease term.</b>		X	
	B	Was the space need justified? <b>As part of the renewal in 2000.</b>	X		
	C	If a renewal lease, was co-location with other County departments considered? <b>See 1(B) above.</b>		X	
	D	Why was this program not co-located? <b>The rental rate is very favorable.</b>			
		1. ___ The program clientele requires a "stand alone" facility.			
		2. <u>X</u> No suitable County occupied properties in project area.			
		3. <u>X</u> No County-owned facilities available for the project.			
		4. ___ Could not get City clearance or approval.			
		5. ___ The Program is being co-located.			
	E	Is lease a full service lease? <sup>2</sup> <b>The City required that certain maintenance costs be borne by the County; namely interior repairs and utilities.</b>		X	
	F	Has growth projection been considered in space request?			X
	G	Has the Dept. of Public Works completed seismic review/approval? <b>(In 2000)</b>	X		
		<sup>1</sup> As approved by the Board of Supervisors 11/17/98			
		<sup>2</sup> If not, why not?			